

PROVIDER BULLETIN

Number 04

<http://dmh.mo.gov/dd>

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Adequate Documentation: Progress Notes

- **CONTENT-This bulletin provides clarification of the adequate documentation process referenced in 13 CSR-70-3.030 as it relates to Progress Notes**

Adequate Documentation is required to be maintained in an individual's record that reflects each authorized service billed. The notes should be completed within five (5) days from the date the service was provided. Completion of documentation upon the end of each shift for services provided during that shift is recommended as best practice.

Progress Notes are considered adequate for authorized services billed if they are:

- Accurate
 - Provides a detailed description of the individual's activities and how the individual was supported in making progress or movement towards the outcomes listed in the individual's current ISP. The notes should include activities that are goal oriented or relevant. Restroom breaks, for example, would not be included unless the activities involved were part of the outcomes in the individual's ISP towards self-sufficiency.
- Legible
- Complete
 - Date of service
 - The actual starting time and ending time of the service must be noted
 - Includes the individual's full name and either middle initial or date of birth
 - Description of the type of service provided for a given period matches the Service definitions in DMH Home and Community Based Waiver Manual
 - Includes the printed name, signature and title of the staff person providing the service and authoring the note.